

Deliver trees to *The Summit at Danbury*, 100 Reserve Road (off Exit 1, Saw Mill Rd)  
**Sunday November 5th or Monday November 6th: Noon - 6:00 PM** Please contact us  
in advance if you cannot deliver on one of these dates.

## DECORATING GUIDELINES & TIPS

Purchase an artificial tree or construct your own “tree” to decorate.

Be creative: any number of things can be a tree (dress form, tomato cage, wood, paper, fabric, metal, etc.). Or decorate a wreath, tabletop item, or centerpiece. You are only limited by means of delivery and your imagination.

### Guidelines & Tips:

1. Read tree assembly instructions; assemble and “fluff” the tree branches to fill open spots. Tape replacement bulbs & directions to the wire near the plug (inside a plastic zip bag works best).
2. No live trees and edible elements (candy, dog biscuits, etc.).
3. Please avoid breakable ornaments, as they could get damaged in transport.  
We would like for your tree to arrive in its new home just as you designed it.
4. Please ensure that your tree can fit through a doorway and into a vehicle easily for transport; small and slender trees are often desirable for winners, as they can be placed anywhere then easily stored at the end of the season. Summit has ceiling space for trees up to 7 ½' tall. Trees over 6 ½' should have a removable topper, due to our moving carts taking up 4" of extra height. Contact us if you need to reserve one of the few spots for trees measuring 7 ½'.  
*IF YOUR TREE CANNOT FIT INTO AN SUV, IT IS TOO BIG FOR US.*
5. **YOUR DECORATED TREE WILL BE MOVED SEVERAL TIMES.** All ornaments must be securely attached to the tree with craft/floral wire, pipe cleaners, twine, or narrow ribbon. Please **DO NOT** just use the usual ornament hooks. Please use one of the methods below and do not glue items directly to branches.
  - ★ Color-matched wiring or pipe cleaners work best, they disappear into the branches.
  - ★ Avoid fishing line & do not wrap wires on the light cords – attach to branches only.
6. When decorating and moving your tree, pick it up by the base, as center attachments often come apart.
7. You may provide a skirt or accessories, however it is not necessary, as bases will be uniformly covered for display purposes.  
We prefer that accessories not extend beyond the perimeter of the tree unless it is an essential element to your theme.
8. Valuables such as gift cards\* should be photocopied for use on the tree. Actual cards/certificates should be placed in an envelope with tree name and a list of contents including values. Notify us at drop-off that your tree includes gift certificates. This ensures the winner receives the full value of the items you donated.



By following these instructions, your beautiful creation will be easy to transport and enjoyed by its new owners for years to come. Trees in the Festival will be judged by a panel in categories such as Best in Show, Most Festive, Best Use of Materials, Most Clever Idea, Most Whimsical, Best Representation of Christmas.

If there is a special story associated with your tree (your inspiration or a tribute), please provide a brief write-up and permission to use it with your displayed tree. Framed stories, a half page in length, are preferred (these can stay with the tree or be returned to the donor upon request).

Prior to delivery, you will receive instructions on where and how to deliver your decorated tree. We will have volunteers ready to assist you with unloading and check-in. Thank you for your support which keeps Ann's Place services available at no charge to your family, friends, and neighbors living with cancer. Thank you for your support!